



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: Principals and Administrators of Nonpublic Schools
FROM: Bette Morff, Director, Federal Financial Management
DATE: September 2003
RE: Annual Nonpublic School Registration

Enclosed are paper copies of the forms used to complete the annual Nonpublic School Registration process. This year, nonpublic schools will be asked to submit this information through a web-based registration process. We ask that you use these paper forms as your work copy. However, if you or your school does not have access to the Internet, we will accept the paper copies.

The web-based registration process should be available on the Internet by October 15, 2003 on the Federal Programs web page at <http://dese.mo.gov/divimprove/fedprog/>. Use the following steps:

- Under Financial Management Section, select Nonpublic, then web-based Nonpublic Registration Form.
- Login Page – use authorized representative's user ID and password.
- Under School Improvement, choose "Nonpublic Registration Form".

In order for staff at your district to use the web-based registration, you must submit the enclosed form to request a user-id and password for your staff members. In order to have your passwords available by the time the registration form is on-line, we ask that you complete and submit this form as soon as possible. (Fax number: 573-526-4125)

The information from the Nonpublic School Registration forms will be used for the following purposes:

- To prepare a list of low-income schools. The teachers in these schools may be eligible for full or partial cancellation of loans they obtained under the Federal Perkins Loans program and the National Direct Student Loans programs.
- To enable nonpublic school participation in one or more federal programs under the No Child Left Behind program (Elementary and Secondary Education Act, reauthorized 2001). These federal programs include: Title I - Improving Basic Programs Operated by LEAs; Title II.A – Teacher and Principal Training and Recruiting Fund; Title II.D – Enhancing Education Through Technology; Title IV.A - Safe and Drug-Free Schools and Communities; and Title V - Innovative Education Program (a statewide bypass program).
- For general statistical purposes related to projecting population shifts, changes in school-age population, etc.

Although responding to this registration is voluntary, you should give it careful consideration. Under regulations of the State Board of Education, teachers in schools that do not report will not be considered for loan cancellation benefits, and we cannot allocate funds for your school under the above mentioned programs nor any new program which might emerge from the reauthorization of ESEA.

The web-based Nonpublic School Registration form should be submitted by **November 15, 2003**. If you need to use the paper form, please submit it by November 15, 2003 to: Bette Morff, Director of Federal Financial Management, P.O. Box 480, Jefferson City, MO 65102. (Fax number: 573-526-6698)

Title I, ESEA regulations state that funds to be spent for services to nonpublic school children are determined by the number of economically deprived private school children who **reside** in Title I participating public school buildings. Funds to be spent in other Federal Programs are determined by the enrollment counts of private school children. It is imperative that nonpublic and public school personnel work together to assure that nonpublic enrollment and economic deprivation counts are accurate. This data is essential in the allocation process. Please contact the public school district if you need assistance in determining geographic boundaries.

If you know of a nonpublic school that is not receiving this registration form and wishes to be identified, please have them provide us a name and address so that we can forward a form to them. Thank you for your efforts to make federal program services available to children enrolled in nonpublic schools. If you have any suggestions or comments to better facilitate this process or if you have questions regarding the forms or their intended use, please contact me at (573) 751-8280.